

Application Overview

TDTracStaff is a mobile ready application to facilitate tracking staffing, payroll, and expenditures on a gig basis. It is fully interactive, and the general use flow goes something like:

1. An administrator adds job details, including a title, description, a category or company name, start and end dates, a freeform time of day, the date payroll for this job must be entered, and the date that checks will be disbursed for the job.
2. The administrator then adds staffing requirements for that job based on a pre-configured list of available job titles.
3. Optionally, the administrator can choose to e-mail each employee in the database that is qualified for one of those job titles that there is a new job in the system awaiting their feedback
4. Each employee logs in to the system and indicates if they are available or busy for each of the job titles offered.
5. The administrator can then select which employees will be working the job, and optionally e-mails those employees that responded to let them know that staffing decisions have been made.
6. After working the job, each employee can log into the system and indicate what hours they worked
7. The administrator can then log back in, and enter payroll data into their paycheck system - be it quickbooks, hand cut checks, or whatever. At that time, they can mark those hours "paid" to prevent the employee from later editing them, and let the employee know that those hours will appear on their paycheck when it is ready.

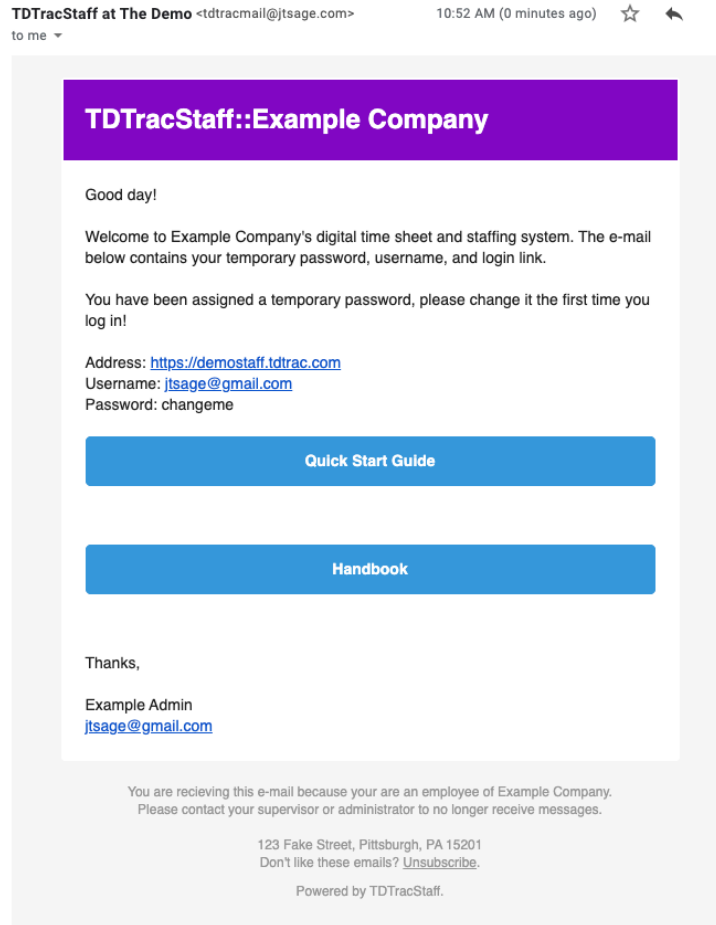
Terminology Used

There is some common terminology used throughout this document and the system.

Administrator	Administrators can do anything in the system, usually without limits, except budgeting. The system assumes that an administrator is <i>*also*</i> an employee.
Budget User	Users that are able to affect the budget on jobs that have one. They may only edit their own budget line items, unless they are also an administrator.
Regular User	Users that have a limited number of actions they can perform, and may only interact with their own data in the system.
Job	The organizational unit for the system. Every budget item or payroll item is part of a job
Job Title	A role or task to be performed on a job site. Employees may have multiple titles, even on the same job.
Budget Job	Jobs that will have tracked budget information. Defaults to no.
Payroll Job	Jobs that will have tracked payroll information. Defaults to yes.
Active Jobs	Active jobs are those jobs that are incomplete and still accepting payroll, availability, and staffing info.
Open, Inactive Jobs	Completed jobs that are awaiting paychecks. Regular users still see these jobs - and can use them to estimate their next paycheck.
Closed Jobs	Completed, paid jobs. Regular users do not see these jobs typically (but can still access them by direct link)
Unpaid Hours	Those payroll hours not yet accepted by an administrator. They can be edited or removed by the regular user.
Paid Hours	Payroll hours accepted and paid by an administrator. They can only be edited by an administrator.

Step 1: Login

You should have recieved an e-mail that looks something like this. Click the "address" link.



Login

E-Mail Address

Password

Login

Forgot Password

Enter your e-mail and the provided password at this screen.

Step 2 : Change Password

You will be redirected to change your password immediately. Please do so.

Toggle Sidebar

JT Sage

Dashboard / Your Profile / Change Your Password

Your password has expired, please change it!

Change Password

New Password *

.....

Change Password

TDTracStaff - the Theater time and job tracker

Site Administrator Contact: [Example Admin](#)

Currently v0.0.0a1 [GitHub](#)

Job Listings

The job list shows an overview of the jobs in the system. Actions may be taken from this display, many of which are explained below. Also included are visual graphs of what percentage the job is staffed, and what percentage of the submitted hours have been paid.

Open, Active, Budget, and Payroll status appear as lights, with budget and payroll only appearing if they are set differently from the default.

Company #3: Sunt totam eaque ut alias aliquid.

Open

Active

0% Paid

Description

Voluptatem alias voluptatum ipsam qui et atque.

Location

200 Stokes Neck Suite 283, Halvorsonmouth, ND 22835-0132

Start Date

Wednesday, December 18, 2019

End Date

Sunday, December 22, 2019

Time(s)

Est nostrum vitae atque.

Payroll Due Date

Monday, December 23, 2019

Paycheck Date

Wednesday, January 15, 2020

Your Hours Total

0.00

Your Hours Unpaid

0.00

View Detail

My Availability

Add My Hours

View My Payroll

The most important buttons here are “My Availability” and “Add My Hours” - see below.

Job Details - Your Availability

Your Availability		
Job Title	Current Status	Actions
Help Desk	Unavailable, not scheduled	<div>Interested</div> <div>Un-Available</div>
Shop Lead	Unavailable, not scheduled	<div>Interested</div> <div>Un-Available</div>
Event Tech I - Lighting	Interested, not scheduled	<div>Interested</div> <div>Un-Available</div>

Use the “availability” screens to select whether you can work a job or not. You can not be scheduled for jobs you have not specifically indicated you are available for.

Payroll Records

These displays show payroll entries.

Job	Date	Start Time	End Time	Hours	Paid?	Actions
Est iusto eos nostrum iste molestias.	2019-12-10	10:30 am	15:45 pm	5.25	NO	Remove
At asperiores fugiat perspiciatis repellat quidem.	2019-12-01	09:00 am	11:00 am	2.00	yes	
At asperiores fugiat perspiciatis repellat quidem.	2019-12-01	09:30 am	18:00 pm	8.50	yes	
At asperiores fugiat perspiciatis repellat quidem.	2019-11-30	08:15 am	13:15 pm	5.00	yes	
Total Unpaid				5.25		
Total				20.75		

You may remove only those entries that have not already been paid. To edit entries, remove the incorrect one, and add a new one.

Add Payroll

Use this display to add payroll. Depending on system configuration, you will be required to provide either a start and end time, or the number of hours worked.

Add Payroll Record

User

Regular User

Job

Est iusto eos nostrum iste molestias. (scheduled)

Please select a show. You may add hours to shows you have not been scheduled for

Date Worked *

November 19, 2019

Start Time *

8:00 AM

End Time *

5:00 PM

Add Hours